

**THE COPLAY POLICE DEPARTMENT**  
**PRE-EMPLOYMENT BACKGROUND**  
**QUESTIONNAIRE**

**Read the following very carefully!!**

You are completing a background packet for the purpose of employment with Coplay Police Department. Throughout the remainder of this packet, you will be asked to make statements about your life. Based upon these statements, the background investigator will ask you a series of questions, including relevant and irrelevant questions, to determine if you have been completely truthful in this packet. In order for you to avoid problems with your background investigation, please **DO NOT** falsify, misrepresent, lie about facts, leave out, or neglect to mention or purposely withhold any information about your background.

If you have a question about any of the sections in this packet, ask the background investigator. Your failure to ask questions will be construed as an indication that you understood the questions. If you need additional space in order to answer any of the questions, check the appropriate box and write on the back of the page. Be sure to read each line carefully, as there are questions that must be circled or checked off in the text of this packet.

## EMPLOYMENT INFORMATION

If you have been fired or have been asked to resign from any job since your sixteenth (16) birthday, please complete the following:

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Employment: \_\_\_\_\_ thru \_\_\_\_\_

Reason for being fired or asked to resign: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Employment: \_\_\_\_\_ thru \_\_\_\_\_

Reason for being fired or asked to resign: \_\_\_\_\_

\_\_\_\_\_

Have you ever been late or tardy to work for any reason?

Yes  No

In a normal work month, how many times are you late or tardy to work? \_\_\_\_\_

Check this box if you need additional space and please continue on the back of this page.

## **APPLICATION INFORMATION**

If you have made application with other law enforcement agencies, please complete the following:

<u>AGENCY</u>	<u>DATE</u>	<u>DISPOSITION</u>

Check this box if you need additional space and continue on the backside of this page.

Check this box if you have NEVER applied with another law enforcement agency.

## **THEFT FROM EMPLOYERS**

Many people have taken things from a place where they worked which they did not have permission to take. The items may have been cash, merchandise, or property. You may have simply borrowed one of these items and forgotten to return it, given merchandise to another person or padded your expense account. The Coplay Police Department is interested in all incidents of theft, regardless of the value, from an employer that you may have committed.

In the space provided below, please list everything you have ever taken from an employer, which you did not have permission to take. Please include the item taken such as cash, merchandise, or property. Also, include the value, the date the items were taken, and the name of the employer from whom the item was taken.

<u>ITEM TAKEN</u>	<u>VALUE</u>	<u>DATE</u>	<u>NAME OF EMPLOYER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

( ) Check this box if you need additional space and continue on the back of this page.

## CRIMINAL ACTIVITY

You are applying for a position within an organization that is responsible for upholding the law. Consequently, Copley Police Department is concerned with your participation in or commission of any activity listed below. A high degree of value is placed on a person's honesty and integrity in answering the following questions. You will be provided an opportunity to explain your participation in these acts.

**Answer, "yes" if you committed any of the following acts or were arrested, detained or questioned by police regarding these acts.**

- 1 Any act of unlawful taking the life of another human being.  
 Yes  No
  
2. Any act of unlawful abducting another person.  Yes  No
  
3. Any sexual act with anyone under the age of 16 years when you were at least 4 years older than that person? (examples: sexual intercourse, oral sex, anal sex, or touching the genitals, breasts or anus of another person).  
 Yes  No
  
4. Any act, as an adult, of exposing your anus or genitals in public to sexually arouse or gratify yourself or another person.  
 Yes  No
  
5. Any act of assault by striking another person with the intent to hurt the other person.  Yes  No

6. Any criminal act involving any domesticated animal that resulted in harm, torture, injury, or death. ( ) Yes ( ) No
7. Any act of rape or sexual assault, by either force or threats of injury. ( ) Yes ( ) No
8. Any act involving hurting, harming or attempting to hurt another person by using a firearm, knife, club or any other deadly weapon. ( ) Yes ( ) No
9. Any act involving the abuse or injuring of any person 12 years old or younger. ( ) Yes ( ) No
10. Being married to more than one person at a time. ( ) Yes ( ) No
11. Any incestuous act of sexual contact, sexual intercourse, and oral or anal sexual intercourse with your natural child, stepchild, child by adoption, natural grandchild, step grandchild, grandchildren by adoption, sister, half-sister, brother, half-brother, niece, or nephew. ( ) Yes ( ) No
12. Any act involving taking or retaining a child younger than 18 years of age in violation of the express terms of a judgment or order of a court disposing of the child's custody. ( ) Yes ( ) No
13. Any act of causing, planning or starting a fire or explosion to damage or destroy a building, habitation or vehicle belonging to another person, or a building, habitation, vehicle or property belonging to you which was insured. ( ) Yes ( ) No
14. Any act, as an adult, involving the intentional damage or destruction of any property belonging to another person.  
( ) Yes ( ) No

15. Any act involving the use of a firearm, knife, club, deadly weapon, physical force, threats or intimidation in order to take or steal cash, property or merchandise, or with the intent to steal or take property from another person. ( ) Yes ( ) No

16. Any act involving breaking into a building habitation or any portion of a habitation or building in order to take or steal cash, property or merchandise, or with the intent of committing any other criminal act. ( ) Yes ( ) No

17. Any act, as an adult, involving breaking into a coin operated device in order to steal cash, property, and merchandise or to obtain a service. ( ) Yes ( ) No

18. Any act involving breaking into or entering a vehicle of any kind, including cars, pickups, trucks, trailers, box cars, vans or motor homes in order to steal any cash, property or merchandise. ( ) Yes ( ) No

19. Any act, as an adult, involving entering, or remaining on the property of another, knowing that you did not have permission to do so. ( ) Yes ( ) No

20. Any act, as an adult, which unlawfully deprived an individual of property, cash or merchandise through appropriation, theft by false pretext, shoplifting, swindling, passing a worthless check, embezzlement, extortion, changing price tags, receiving stolen property, unlawfully receiving a service without paying for it, or any form of theft, including making a false claim to an insurance company. ( ) Yes ( ) No

21. Any act involving forgery of any writing, document, signature, money and legal document, license, contract, credit card, check, security agreement, will, deed, or any deed of trust with the intention to defraud or harm any person or business. ( ) Yes ( ) No

22. Any act involving stealing a credit card, presenting a credit card to obtain property or services fraudulently, using a credit card without the consent of the owner, using an expired credit card, using a fictitious card or number, using a stolen credit card, any involvement in the manufacture of counterfeit credit cards, buying a credit card, selling a credit card, forging a signature on a credit card receipt or in any way attempting to commit theft or to steal from anyone by using a credit card.

Yes  No

23. Any act involving theft of a vehicle, use of a vehicle without the owner's consent or Joy riding in a stolen vehicle.  Yes  No

24. Any act involving bribing or attempting to bribe any governmental official or employee.  Yes  No

25. Any act involving telling any lie, falsehood, or misrepresentation of any act while under oath or sworn or notarized document.  Yes  No

26. Any act, as an adult, related to filing a false report to any police officer.  Yes  No

27. Any act involving impersonating a peace officer, police officer, law enforcement official or other governmental official.

Yes  No

28. Any act involving resisting or interfering with any peace officer while making any arrest or detention of any person, including yourself.  Yes  No

29. Any act involving fleeing from, running from or evading by any means (including on foot or by vehicle) a peace officer who is attempting to arrest, detain or question you.  Yes  No



30. Any act, as an adult, involving disturbing the peace, including using abusive, profane or vulgar language to incite a breach of the peace, fighting in public, threatening another in a public place or looking into a window or any opening of a building for lewd purposes. ( ) Yes ( ) No

31. Any act, as an adult, involving the production, sale, distribution, promotion or possession with the intent to sell any picture, magazine, film, device, tape or book or any other item which depicts any patently offensive sexual acts, including any form of copulation, masturbation, excretory functions, sadism, masochism or lewd exhibition. ( ) Yes ( ) No

32. Any act, as an adult, involving engaging in any sexual act, including intercourse, oral intercourse, anal intercourse or sexual contact with the genitals, breasts or anus of another person in return for cash, property, merchandise or anything of value. ( ) Yes ( ) No

33. Any act involving the receipt of compensation or anything of value for any act of prostitution committed by any person, or by forcing any person by threats or physical force to commit an act of prostitution. ( ) Yes ( ) No

34. Any act involving the unlawful possession of any explosive device, machine gun, sawed off shotgun or rifle, armor piercing ammunition or silencer. ( ) Yes ( ) No

35. Any act of unlawfully carrying a pistol, switchblade knife, or other illegal weapons. ( ) Yes ( ) No

36. Any act involving gambling, except for gambling in a private place in which all persons engaged in the gambling have an equal chance of winning or losing and that no person receives anything other than his own winnings, including

promotion of a gambling house or possessing a gambling device, excluding dice or cards. ( ) Yes ( ) No

37. Any act involving any participation in any criminal enterprise or organized activity which seeks to further murder, arson, robbery, burglary, theft, kidnapping, aggravated assault, forgery, gambling, prostitution, promotion or distribution of drugs, promotion or sale of obscene materials or any other criminal act. ( ) Yes ( ) No

38. Any act of involvement and/or participation in any type of criminal activity that resulted in a police investigation, arrest, and/or incarceration (other than traffic). This includes any instance where charges were filed, warrants issued and/or when a bond was posted. ( ) Yes ( ) No

39. Any act of family violence. Acts or threats against family or household members intended to result in physical harm, bodily injury, assault, or sexual assault. ( ) Yes ( ) No

**IN THE SPACE PROVIDED BELOW, EXPLAIN ANY "YES" ANSWERS THAT YOU HAVE GIVEN TO THE LISTED CRIMINAL ITEMS. GIVE DATE OF INCIDENT, CIRCUMSTANCES AND THE VALUE OF ANY PROPERTY INVOLVED.**

**ITEM #**

**EXPLANATION**

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## **CRIMINAL ACTIVITY - ILLEGAL SALES of DRUGS**

For the purpose of employment, The Copley Police Department is concerned with the illegal sale (with or without profit to you), delivery, transportation, trading, manufacture, and the cultivation of illegal drug or plants or any other way involved in a transaction involving illegal drugs.

In the space provided below, please list the type of illegal drug sold, the amount of the illegal drug sold, your age at the time of the sale, and the total number of times that you sold the illegal drug.

Type of drug	Amt of drug	Age	Number of times sold
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

( ) Check this box if you have NEVER been involved with the illegal sale (with or without profit to you), delivery, transportation, trading, manufacture, and the cultivation of illegal drug or plants.

## **CRIMINAL ACTIVITY - ILLEGAL DRUG POSSESSION AND USE**

It is important that the Coplay Police Department be aware of your past and current **ILLEGAL** drug usage. This includes prescription drugs that were **NOT** prescribed to you. The following is a description of "usage." For drugs such as cocaine, list the number of times that you snorted, smoked or ingested the drug. As for marijuana, list the total number of times you ingested marijuana. This includes taking a hit or puff from a joint of marijuana or eating marijuana brownies. Each separate instance of usage, regardless of quantity used or consumed, constitutes "one time used." You will be given an opportunity to explain the first and last time you used each drug. You must also explain how you used the drug. If the drug was smoked, snorted, injected, eaten, or used in any other manner, you must explain how it was used.

When asked to give the maximum number of times that you used the drug, you must give the **ABSOLUTE MAXIMUM NUMBER OF TIMES YOU USED THE DRUG**. If you are not sure how many times you used a drug, such as marijuana, then state the absolute number of times that you believe that you could have used the drug.

Please complete the following chart, explaining what drug you have used, the first time (what year) you used the drug, the last time (year) you used the drug, the maximum number of times you used the drug and how you used the drug.

Drug Used:	First Time Used:	Last Time Used:	# of Times Used	How Drug Used:

( ) Check this box if you have **NEVER** used any **ILLEGAL** drugs

## CRIMINAL ACTIVITY - ALCOHOL

While it is not a violation of the law for an adult to possess and use alcohol, it is against the law to operate a motor vehicle (car, truck, boat, motorcycle or airplane) under the influence of alcohol. It is also unlawful to be intoxicated while in public.

Normally, three or four beers, mixed drinks, or glasses of wine within an hour of operation of a motor vehicle can/will result in a person being legally intoxicated.

1. Based on the above criteria, how many times have you operated any vehicle while intoxicated?

Number of times: \_\_\_\_\_

2. How many times have you been intoxicated in public?

Number of times: \_\_\_\_\_

3. When was the last time you were intoxicated while in public?

Date(s): \_\_\_\_\_

4. Has your drinking ever affected your job performance?

Yes  No



# TRAFFIC VIOLATIONS

The Coplay Police Department requires information about your driving record. Please list all information requested about your driving record.

Please list all traffic citations (tickets), arrest, detentions, questioning, or driver's license revocations that you have ever received. List the violation, date, and the disposition (i.e. guilty, not guilty, no contest, fined, Jailed, etc.).

Violation	Date	Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check this box if you need additional space and continue on the back of this page.

Check this box if you have not received any entries on your driving record.

List all States in which you have been issued a driving license or permit. \_\_\_\_\_

## **PRIOR LAW ENFORCEMENT SERVICE**

Check this box if you have never served in a position as a sworn or commissioned law enforcement officer, peace officer, sheriff's deputy, state or federal agent, commissioned reserve officer or any other position charged and sworn to uphold the law. If you checked this box, proceed to the next section.

If you have prior law enforcement experience, check this box and complete the following questions.

1. While employed as a law enforcement officer, did you ever commit a felony or misdemeanor, which would have been punishable by incarceration? (Include family violence, assault, criminal trespass, theft, etc.)

Yes  No

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. While employed as a law enforcement officer, did you ever physically abuse a prisoner or intentionally violate a prisoner's civil rights?

Yes  No

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Were you ever terminated or asked to resign from a position as a law enforcement officer?

Yes  No

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

4. While employed as a law enforcement officer, did you ever confiscate evidence or a prisoner's property and make personal use of it?

Yes  No

If YES, please explain: \_\_\_\_\_

\_\_\_\_\_

5. While employed as a law enforcement officer, did you ever receive any disciplinary action including suspension or written reprimand?

Yes  No

If YES, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Were you ever formally investigated for misconduct?

Yes  No

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. While employed as a law enforcement officer, did you ever file a false police report?

Yes  No

If YES, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check this box if you need additional space for any of the aforementioned questions and continue on the back of their respective page.

## POLYGRAPH INQUIRY

If you have ever taken a polygraph examination before, please give the date(s) and the reason(s) for the examination.

Date: \_\_\_\_\_ Reason for Polygraph (Be specific, Passed or Failed): \_\_\_\_\_

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Date: \_\_\_\_\_ Reason for Polygraph (Be specific, Passed or Failed): \_\_\_\_\_

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Date: \_\_\_\_\_ Reason for Polygraph (Be specific, Passed or Failed): \_\_\_\_\_

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Date: \_\_\_\_\_ Reason for Polygraph (Be specific, Passed or Failed): \_\_\_\_\_

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Check this box if you need additional space and continue on the back of this page.

Check this box if you have NEVER taken a polygraph exam

**PLEASE READ AND SIGN**

You have now completed the pre-employment background investigation packet. You should stop for a moment and think about your answers to insure you have accurately portrayed all of the information that was requested. Should you recall any information that was requested which you did not place in the packet, go back now and make the correction(s).

All of the information that I have revealed in the packet is true, correct, and complete. I have not withheld, falsified, or misrepresented any information in the packet.

If it is found that I have withheld, falsified, or misrepresented any information in the packet, I agree to be stricken from the eligibility list and further consideration for employment with the Coplay Police Department.

\_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_